

**CA-PMM****Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 5/12/09**Status Report**

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**Progress Report -- Team Member to Project Manager**

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**Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
CMS will transfer and modify the existing construction management application currently used by other state transportation agencies to either a COTS or custom	6/4/12	6/4/12	
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
CMS team Will determine the project strategy after receiving final feedback from the OCIO on CMS Special Project Report (SPR) that was submitted to the OCIO in March 2009.			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?	No	The CMS team is waiting for the final feedback on CMS SPR from the OCIO to determine the CMS strategy	
Are there any planned tasks that won't be completed?	No	See above	
Are there problems which affect your ability to accomplish assigned tasks?	Yes	See above	
Do you plan to take time off that is not currently scheduled?	No		

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status

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### Status Report – Project Manager to Sponsor

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#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No			
2. Were any key milestones or deliverables rescheduled?	Yes			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes			
8. Are there any new major issues?	Yes			
9. Are there any staffing problems?	No			

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes		
2. Do any key milestones or deliverables need to be rescheduled?	Yes		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	Yes		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes		
8. Are any major new issues foreseeable?	Yes		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Prepared and submitted responses in early April to OCIO's questions on CMS SPR;

Evaluated impact to project scope, schedule and budget due to the denial of FY2009-10 FL;

Developed FY 2010-11 Budget Change Proposal (BCP) concept paper to address the funding shortfall previously identified in the FY2009-10 FL that was denied by DOF in March 2009;

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
RFP Release	6/11/08		Delayed		
Contract Approval	7/1/09		Delayed		
Implementation	6/4/12				

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		y		
Milestones		y		
Deliverables	y			
Resources	y			
OneTime Cost	y			
Continuing Cost	y			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
RFP Release	6/11/08		Delayed		
Contract Approval	7/1/09		Delayed		
Implementation	6/4/12				

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		y		
Milestones		y		
Deliverables	y			
Resources	y			
One Time Cost	y			
Continuing Cost	y			

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## Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	
	Moderately Effective	1	
	Ineffective	2	
Total			0

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

## Vendor Viability Rating Rationale